COMPANY HUB

User Guide for Company Account Administrators

mapic ITALY

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Superstudio Maxi, Milano

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GLOSSARY

- **Affiliates :** Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.
- **Dashboard :** Interface where you can monitor your leads and your company page statistics
- **Emperia on-site lead capture :** Emperia app that allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.
- **Primary administrator :** The main contact in your company to prepare the market who has access to the company page, receive Emperia lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

HOW TO LOG IN TO YOUR COMPANY SPACE ?

Once your participation is confirmed, you will receive an email from RX Global : **no-reply@rxglobal.com**
If you have not received it, please contact the **Help Desk**

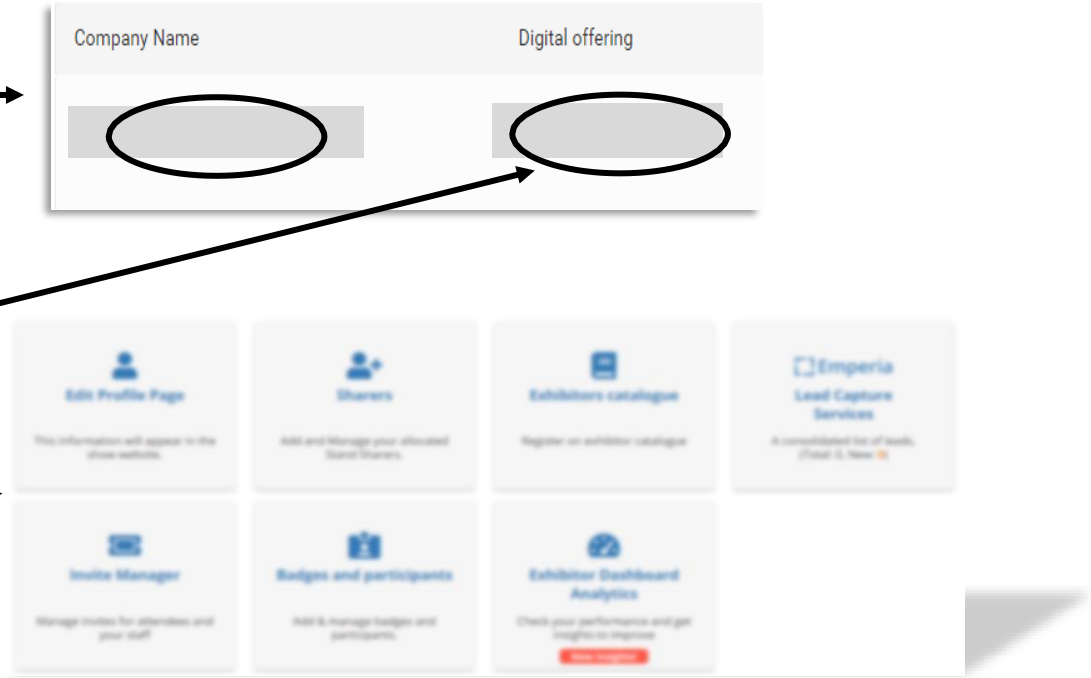
Click on the link **received by email** and **personalize your password**

HOMEPAGE OF YOUR COMPANY HUB

Here you will find the name of **your company**

Here you will find the name of your **package type**

Here are the details of **each section** of your Company Hub

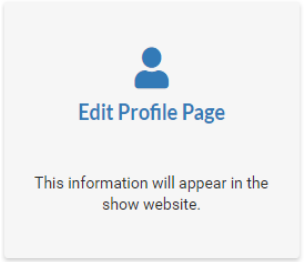


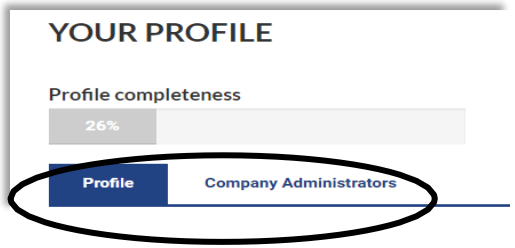
EDIT MY PROFILE

The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.

Complete all the elements that will be used for:

- your listing on the fair's website search engine
- your recommendation to visitors who pre-register





Here you will be able to **navigate between both parts**

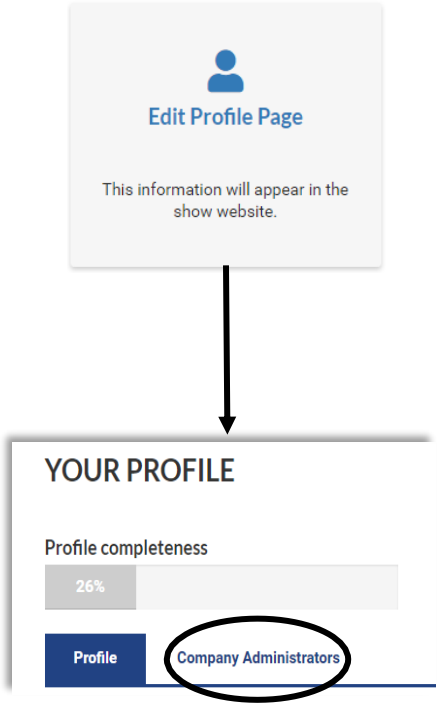
Access the **profile section** to modify your company's information

Please **complete your company profile** with as many details as possible !

Logo, description, cover image... **Boost your business opportunities!**

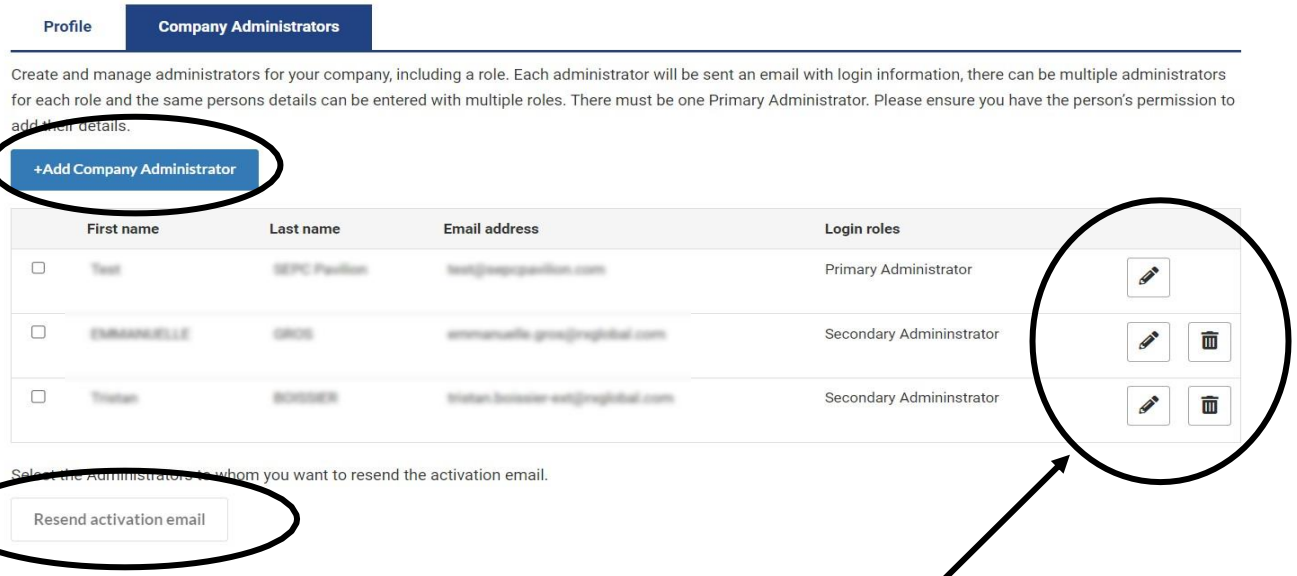
EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB

Exhibitor administrators are individuals from your company who require access to the exhibitor space. Secondary administrators will have the same access as the primary administrator.



Please add any of your colleagues who **should have access to the company page full set up.**

They will receive an activation email.



Resend the activation email to the company page (in case your colleague did not receive it)

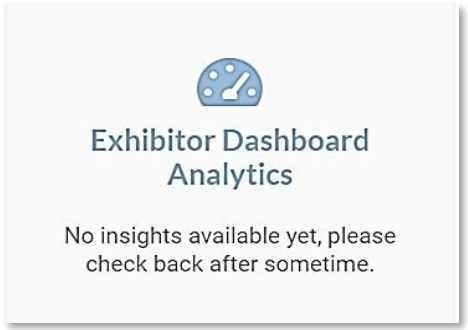
Update your company admins list at anytime

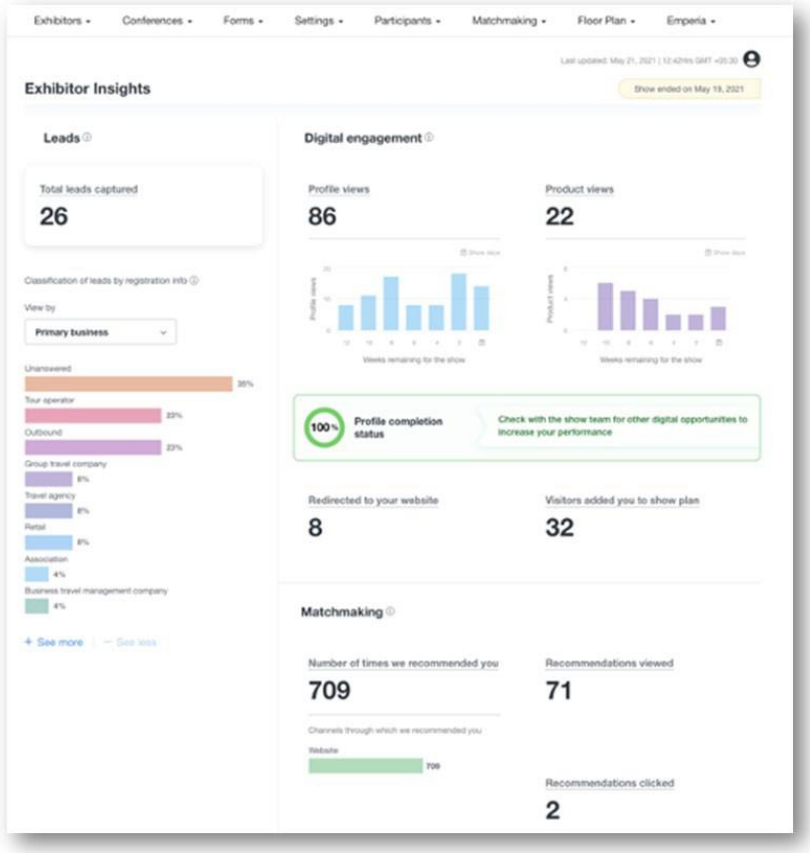
COMPANY DASHBOARD ANALYTICS

The Exhibitor Dashboard allows you to **access a wealth of data regarding your performance at the exhibition**.
This dashboard synthesizes your leads generated during the show (*with Emperia app*). Its pro version also allows you to **compare yourself with your competitors**.

This page only becomes accessible **90 days** before the show.

A large amount of data is available to help you understand the **typology of your leads, your strengths, and areas for improvement** for your next exhibition.





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EMPERIA : THE LEAD GENERATION SOLUTION

Mobile App to scan visitors' badge at the market

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Emperia

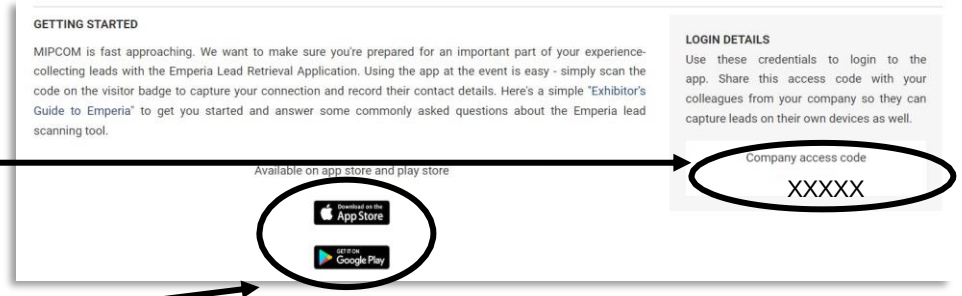
Lead Capture Services

A consolidated list of leads.
(Total: 0, New: **0**)

Emperia is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard.

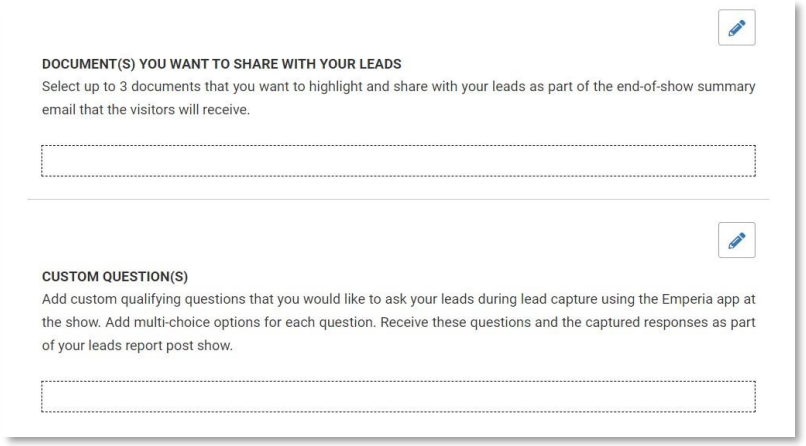
Customize your account by indicating your company access code

Download the Emperia Mobile app from the App Store or Google Play



Upload up to 3 documents about your company sent to the visitors you scan at the market

Add **qualification questions** that will be asked to the visitors you scan, in order to **better know them**



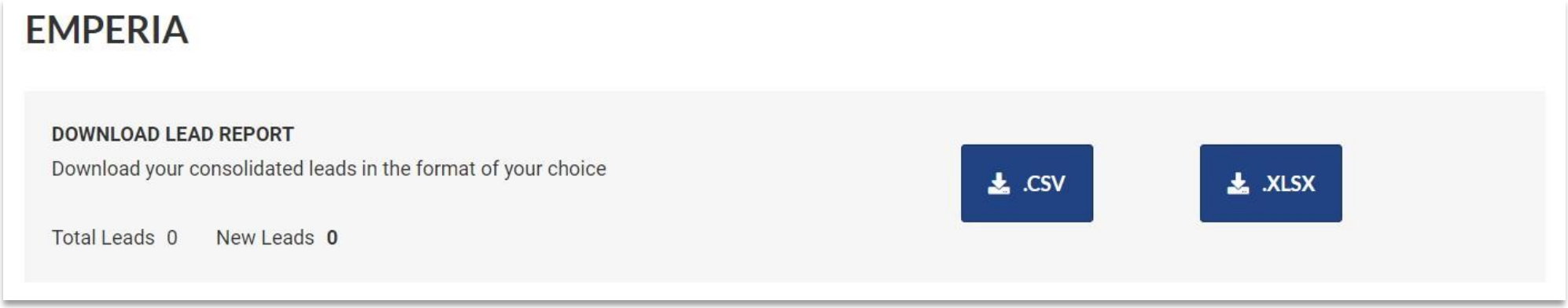
EMPERIA : THE LEAD GENERATION SOLUTION

Download your leads

Download the complete list of all your prospects in a single report, available in .csv or .xlsx format.

Every day during the fair or at its conclusion, you have access to visitors who have been scanned by all your collaborators.

At the end of the fair, individuals who have been scanned will receive the documents you have uploaded in the Emperia menu of your exhibitor space, as well as your contact details.

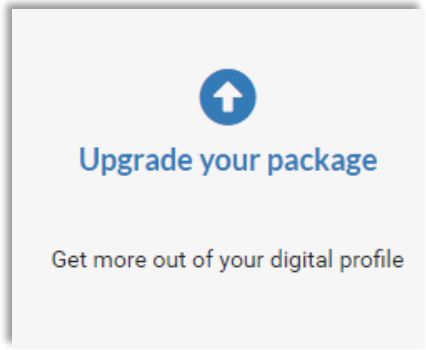


Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format

UPGRADE YOUR PACKAGE

Increase your visibility

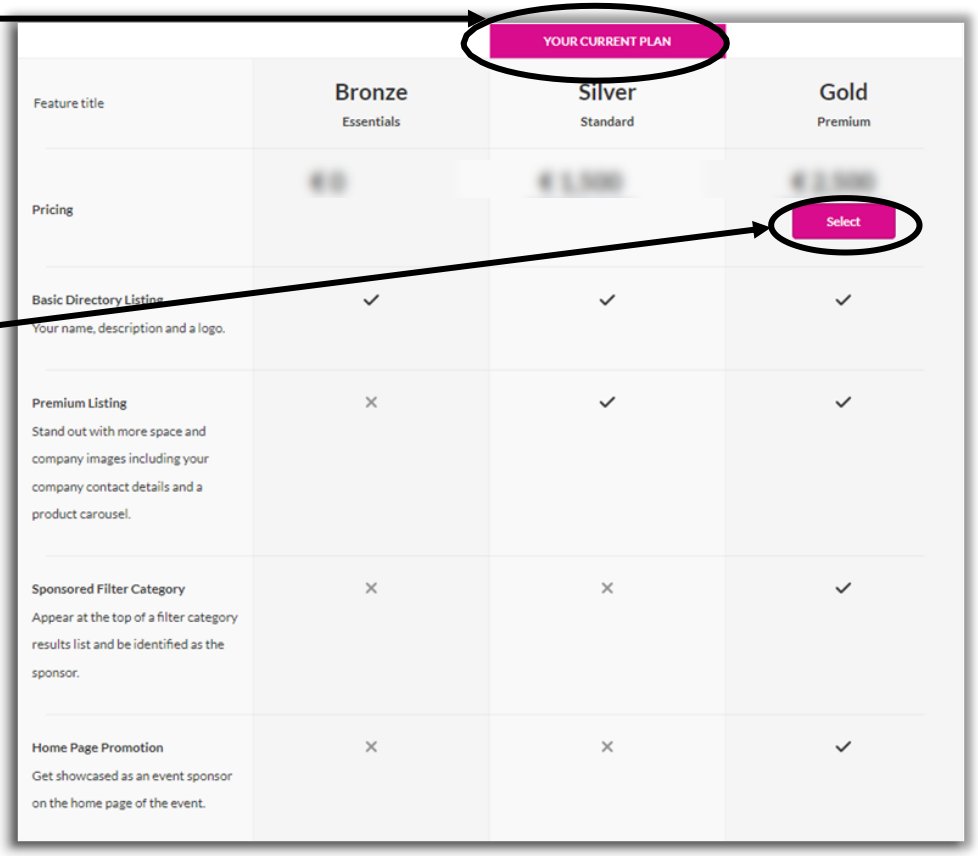
Get more visibility by upgrading your digital package. Get your company page promoted on top of everyone else



The mention "your current plan" indicates the **offer already included** in your online services package

Choose the package of your choice by adding it to your basket before proceeding to payment

On the left, you will find all the explanations about the various options available



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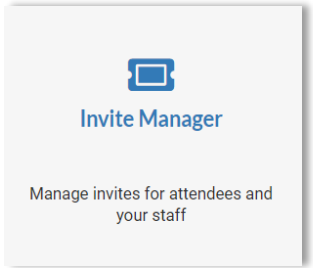
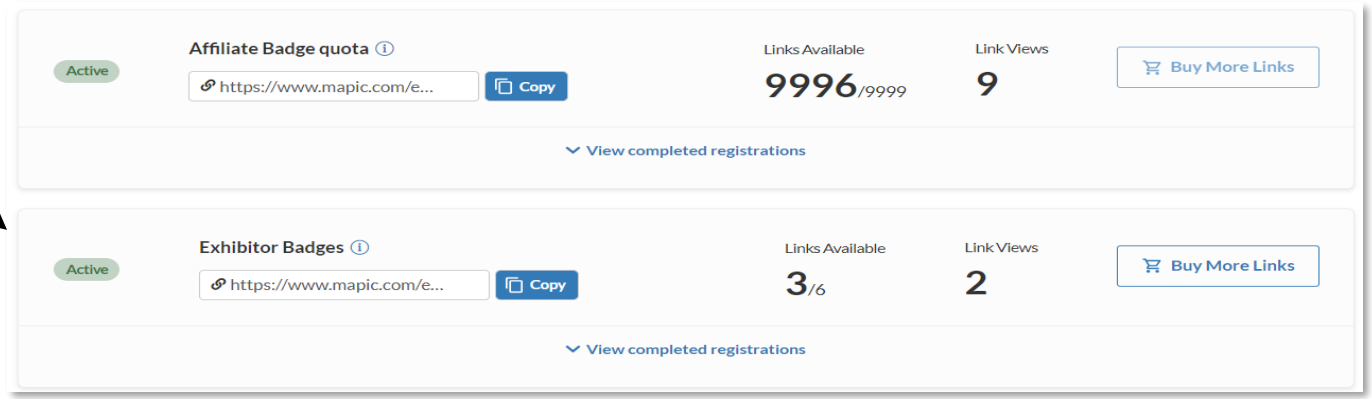
INVITE MANAGER

Managing paying affiliates' registrations and your quota

In this section, you will find the **registration links to be sent to the delegates of your affiliates.**



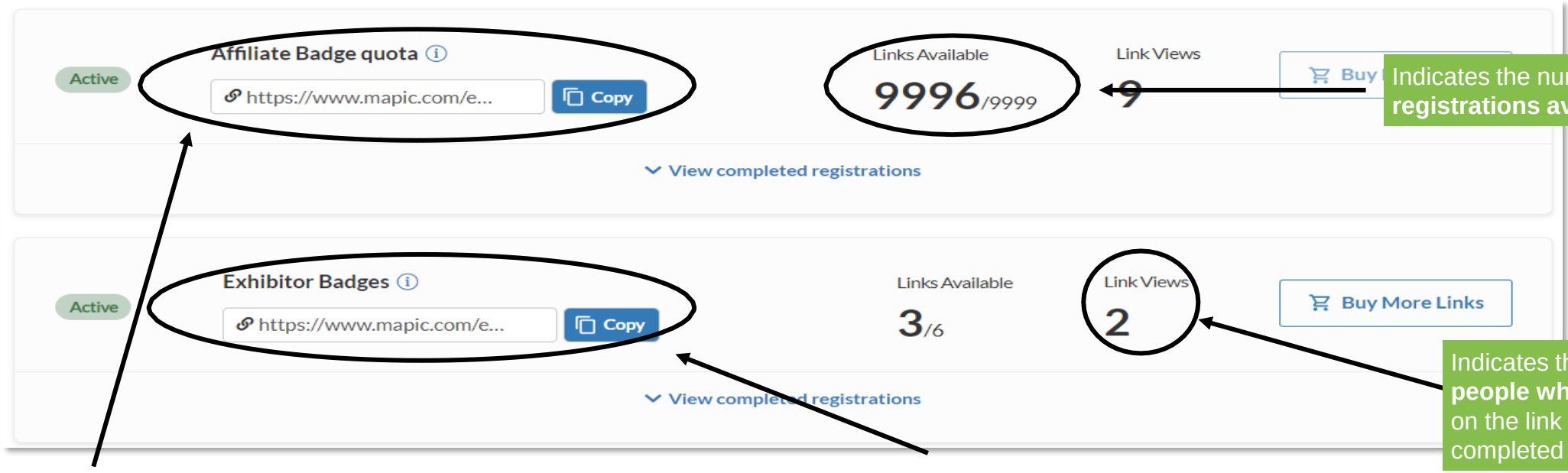


IMPORTANT:

Stand holder must use only Affiliate links (mandatory).

INVITE MANAGER

Managing delegates and affiliates' registrations



Indicates the number of **registrations available**.

Indicates the number of **people who have clicked** on the link but **have not** completed the registration.

Copy the link using the button copy.

Send this link to your paying affiliates for them to register

Copy the Exhibitor Link using the button copy.

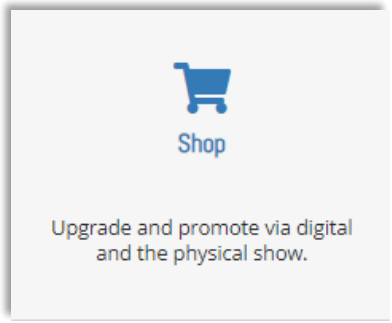
Send this link to affiliates who benefit from your quota to register

You can find the list of people who **registered with your personalized link** just below

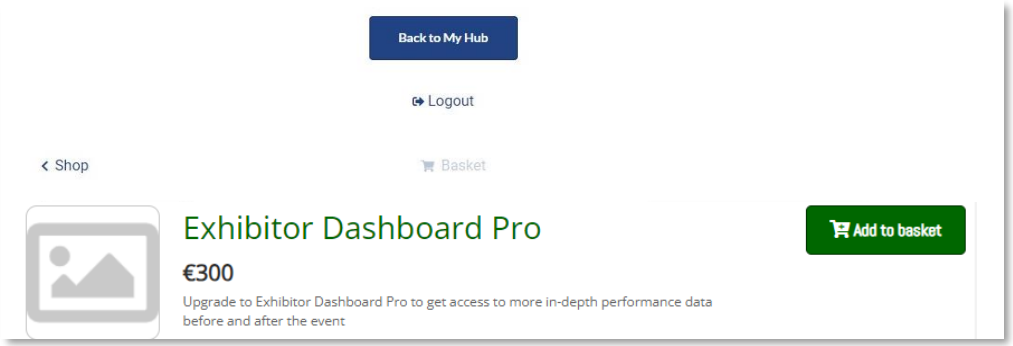
E-SHOP SECTION

Purchase additional delegates badges from your quota stand

Purchase additional products by adding them to your basket and proceeding to payment shop



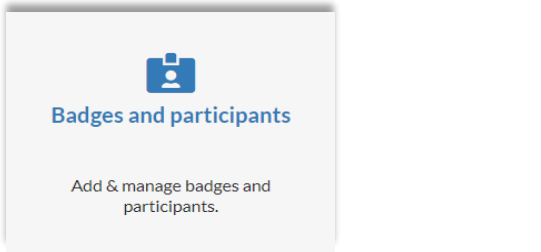
Anyone can buy additional products



MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

Exhibitor badges provide access to the fair before the opening hours for visitors and during the setup and dismantling days.

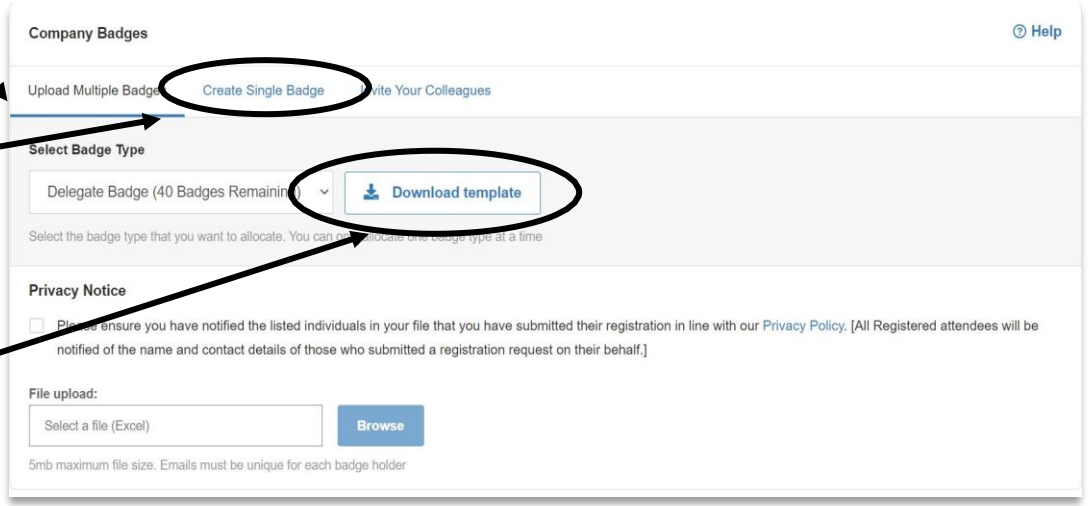


Here you will be able to **navigate between both parts**

Allocate Badges allows you to **add one or more** badges for your colleagues.

Click here if you want to create a **single badge**

Use this template to **upload multiple delegates** at the same time



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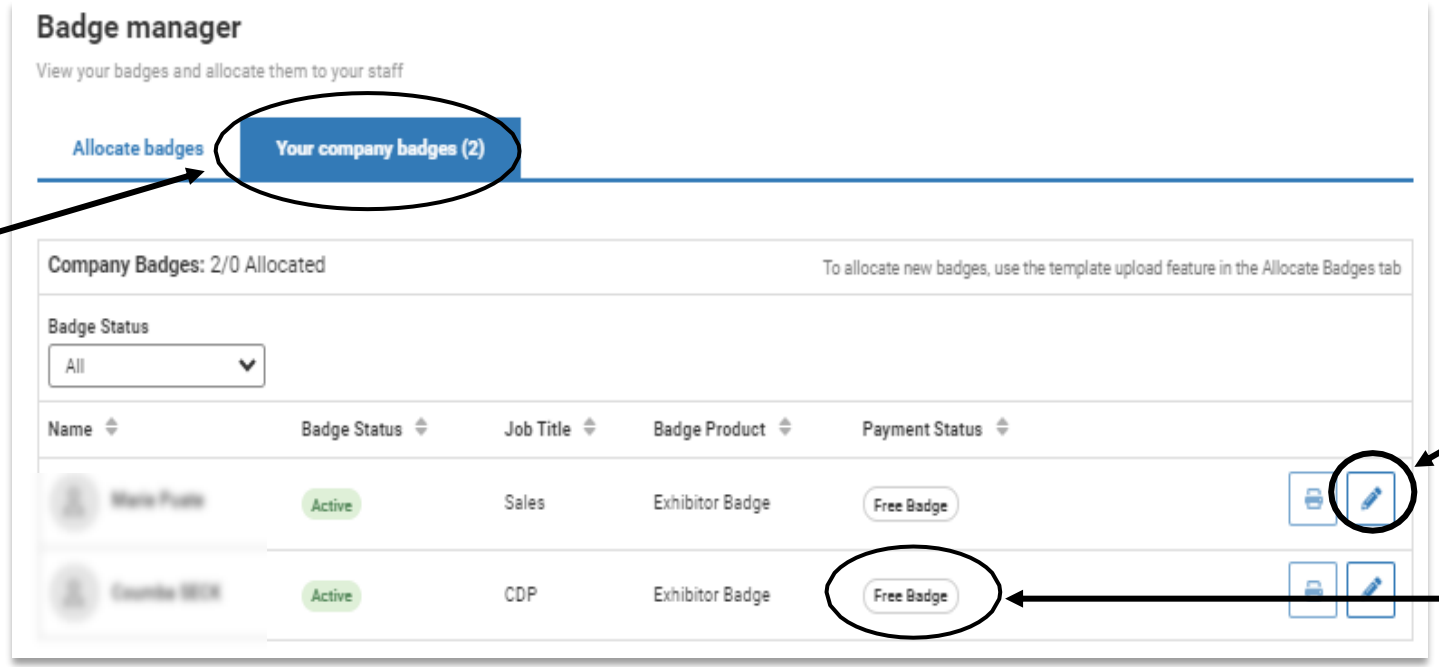
MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

Badges **will be sent by email 2 weeks prior to the show**. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

Here you can find **the exhibitor badges** you have **uploaded**



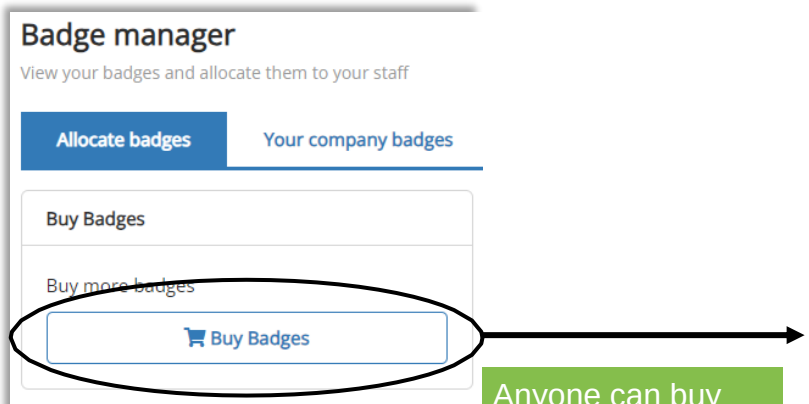
You can modify them (except for the email address). If you modify the badge after reception, information will no longer be valid, and we will have to re-print it onsite

Here you can find the **payment status** of the badge

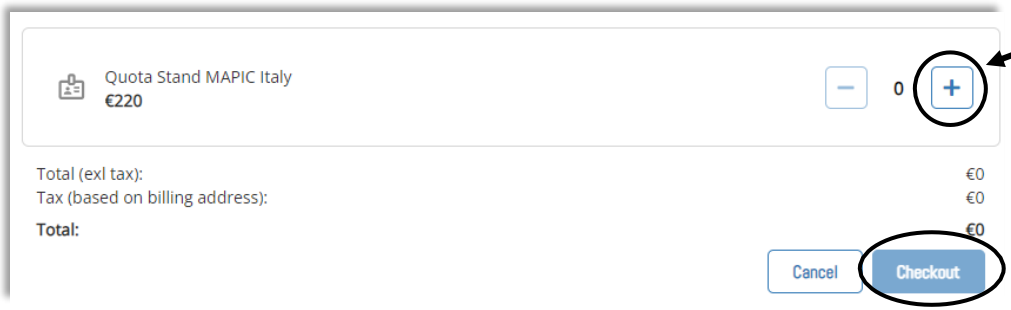
MANAGE YOUR COMPANY BADGES

Buying more badges

Purchase additional badges by adding them to your basket and proceeding to payment shop



Anyone can buy extra badges



Select the quantity you want to buy.

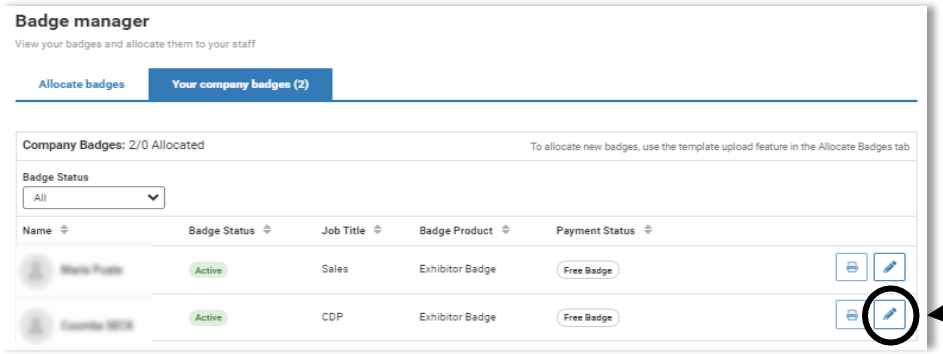
Then, proceed the Checkout.

Purchase more badges using the button “Buy Badges”.

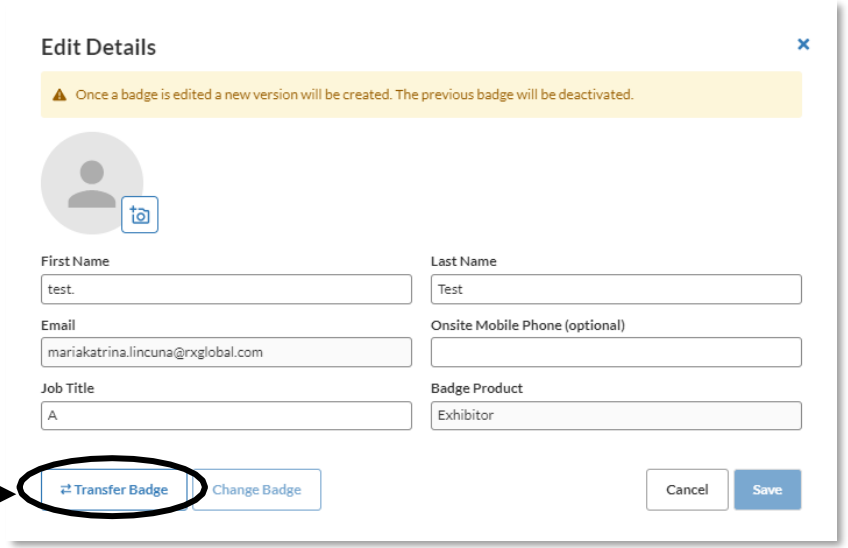
MANAGE YOUR COMPANY BADGES

Transfer a badge

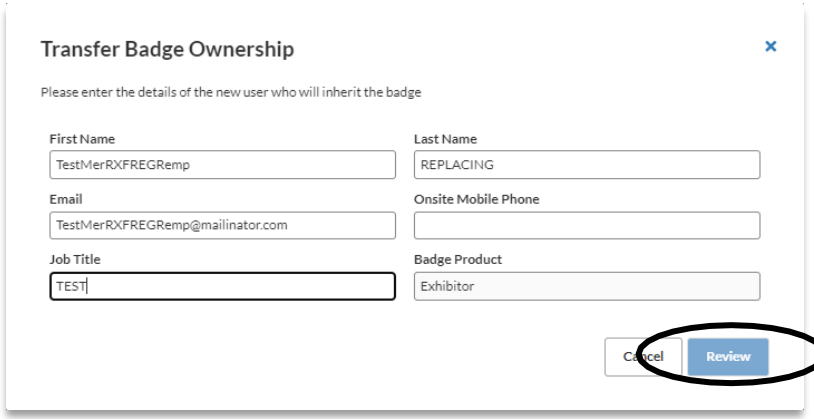
You can **transfer a badge from one participant to another** within your company. Note that the **first registration will be cancelled,** and the participant will receive a cancellation notification.



Click on **"Modify"**



Click on **"Transfer Badge"**

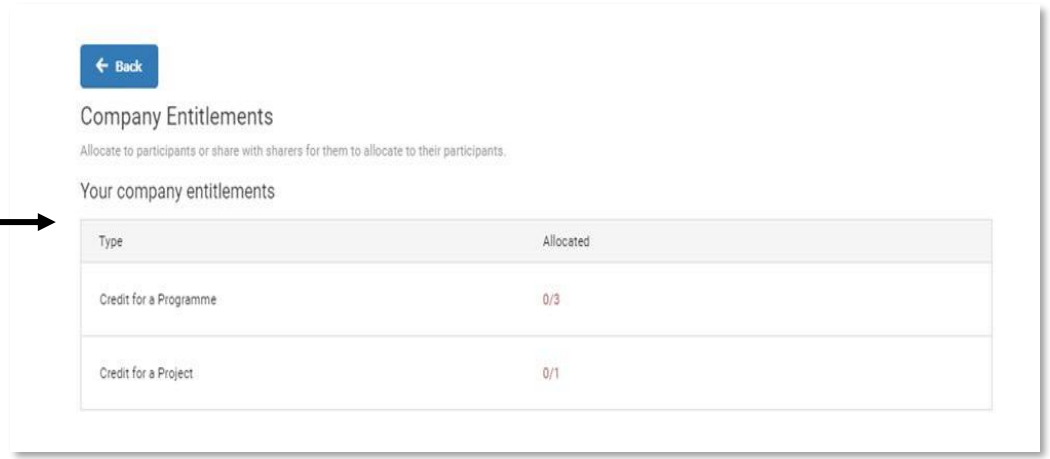


Click on **"Review"** and **"Validate"**

MANAGE COMPANY ENTITLEMENTS

Please find below your available purchased **credits and entitlements for your additional services**

Thanks to your credits, you can then upload your content into the screening library in your company page (scroll down to “Gallery of Projects and Programmes”)



NEED ANY ASSISTANCE?

Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 65 00.

Our telephone service is open from Monday to Friday, 9am to 6pm CET.

By form

Read the FAQ